



CITY OF LONG BEACH

DEPARTMENT OF PUBLIC WORKS

2929 E. Willow Street, Long Beach, CA 90814 (562) 570-2850 FAX (562) 570-2861

ENVIRONMENTAL SERVICES BUREAU

INTERN – NON CAREER PUBLIC WORKS/ENVIRONMENTAL SERVICES BUREAU

The City of Long Beach Department of Public Works/Environmental Services Bureau has an immediate opening for a non-career intern to assist in the Recycling Division. This is a part-time seasonal position expected to work 20-30 hours per week.

Salary Range: \$14.031 per hour

Examples of Duties:

- Assists in the development of the City's recycling and waste reduction activities;
- Collects, compiles and analyzes financial, statistical and technical data relating to recycling and waste reduction activities;
- Assists in teaching recycling curriculum to Elementary-aged children;
- Provides technical assistance to Recycling staff;
- Helps to develop, implement and coordinate public education activities;
- Prepares and monitors grant funding, permit fees and other methods of financial support for recycling and waste reduction programs;
- Performs other related duties as required.

Minimum Requirements:

- Graduation from High School and currently enrolled as a Junior or higher in accredited University;
- Interest in the development, implementation or administration of recycling and waste reduction programs and activities;
- Ability to effectively communicate both orally and in writing;
- A valid motor vehicle operator license;
- Willingness to work occasional evenings or weekends.
- Excellent customer service skills.
- Computer software skills (database, Windows, Word, Excel, Access)

Please send a cover letter and resume, no later than 4:00 p.m. on October 19, 2007 to:

Amy Zeidler
Special Projects Officer
Department of Public Works
2929 E. Willow Street
Long Beach, CA 90806

Equal Opportunity/Affirmative Action Employer

The City of Long Beach intends to provide reasonable accommodations in accordance with the Americans with Disabilities Act of 1990. If a special accommodation is desired, or if you would like to request this information in an alternative format, please contact Amy Zeidler at 562-570-2850